



# WORC

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN  
CAYMAN ISLANDS GOVERNMENT

## JobsCayman

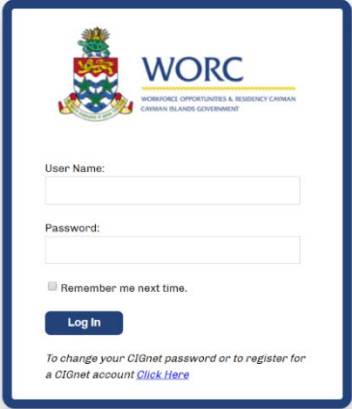
# To Add an Agent

A QUICK GUIDE TO USING THE ONLINE PORTAL



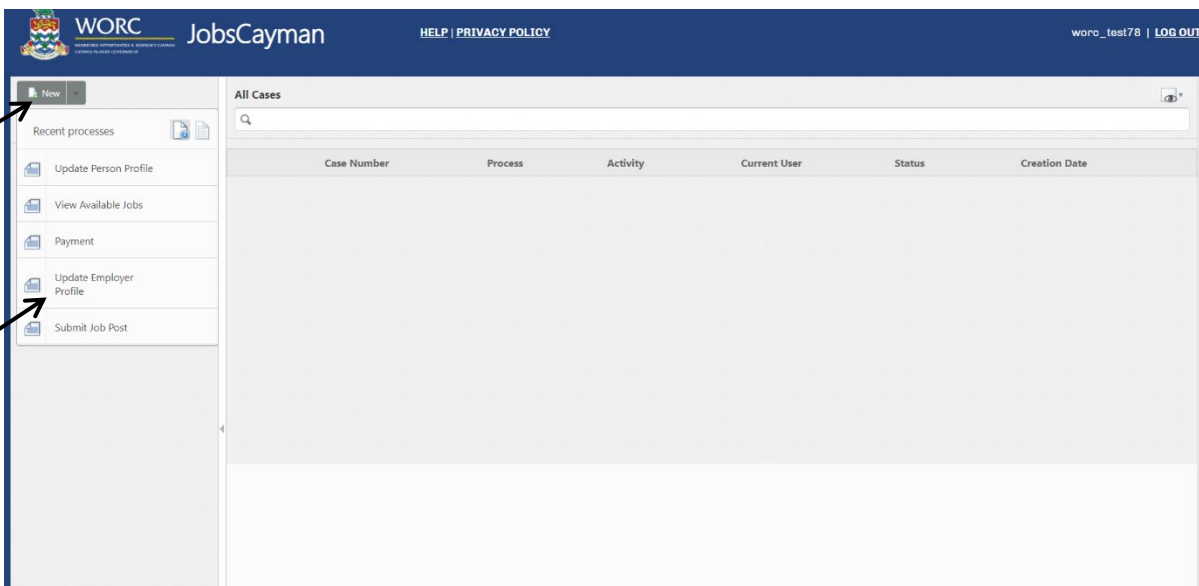
## To Add an Agent

1. Log in to JobsCayman Portal.



The login form is a white box with a blue border. It contains the WORC logo at the top left. Below the logo are two input fields: 'User Name:' and 'Password:'. There is a checkbox labeled 'Remember me next time.' and a blue 'Log In' button. At the bottom, there is a link: 'To change your CIOnet password or to register for a CIOnet account [Click Here](#)'.

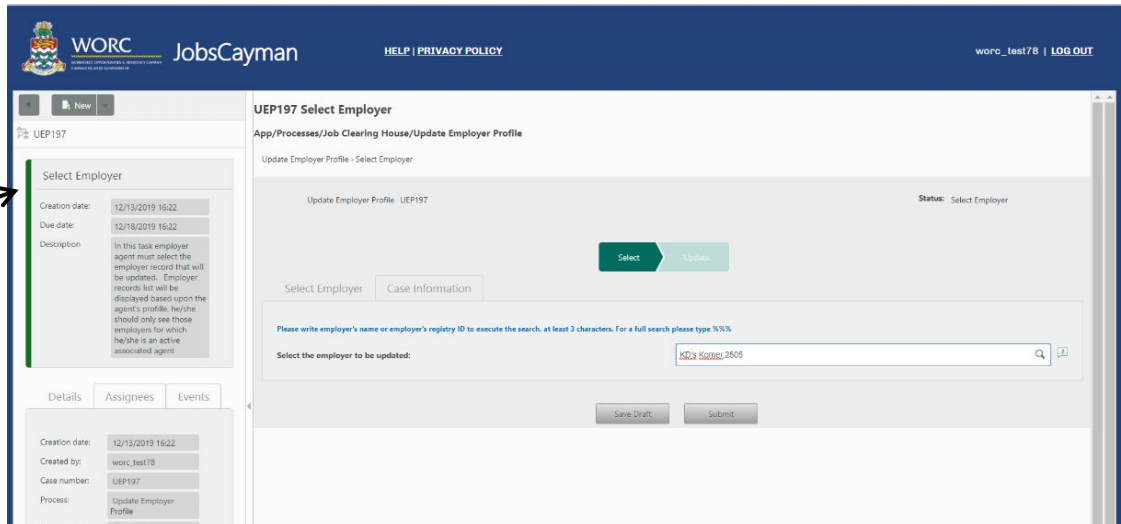
2. Click on the 'New' Button, then 'Update Employer Profile'.



The dashboard has a dark blue header with the WORC logo, 'JobsCayman' text, and links for 'HELP | PRIVACY POLICY'. On the right of the header, it shows 'woro\_test78 | LOG OUT'. A left sidebar contains a 'New' button at the top, followed by 'Recent processes' and a list of actions: 'Update Person Profile', 'View Available Jobs', 'Payment', 'Update Employer Profile', and 'Submit Job Post'. Two arrows point to the 'New' button and the 'Update Employer Profile' link. The main area is titled 'All Cases' and contains a search bar and a table with columns: 'Case Number', 'Process', 'Activity', 'Current User', 'Status', and 'Creation Date'.

## To Add an Agent

### 3. Select the company that you want to use



**WORC JobsCayman** | HELP | PRIVACY POLICY | worc\_test78 | LOG OUT

**UEP197 Select Employer**  
App/Processes/Job Clearing House/Update Employer Profile

Update Employer Profile - Select Employer

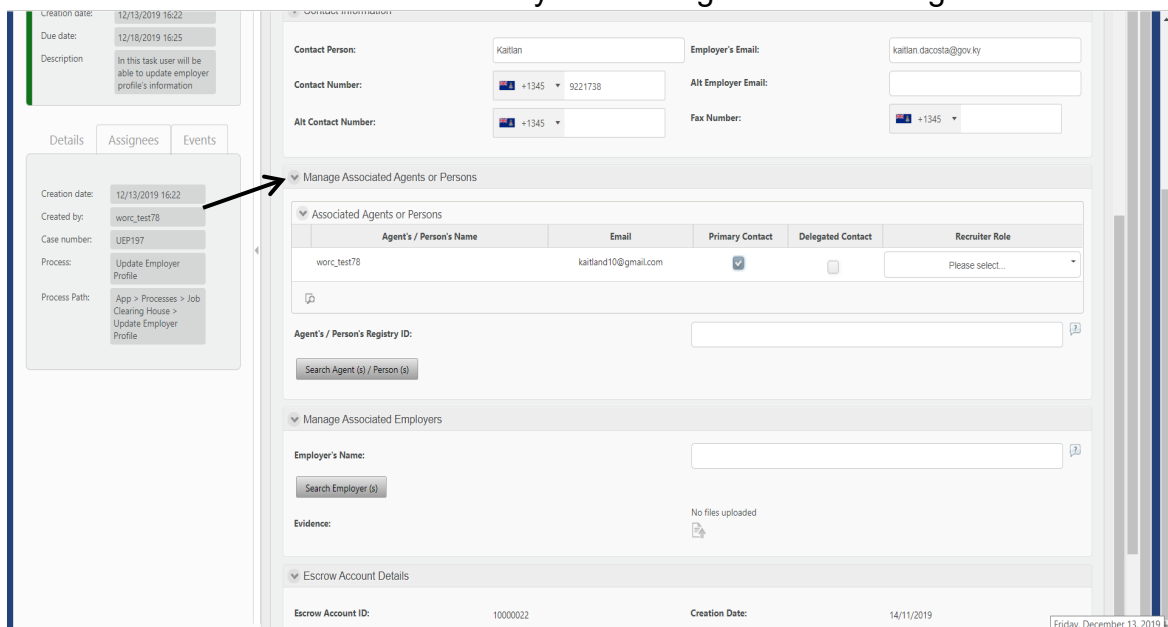
Update Employer Profile: UEP197 | Status: Select Employer

**Select Employer** | Case Information

Please write employer's name or employer's registry ID to execute the search, at least 3 characters. For a full search please type %/%

Select the employer to be updated:

### 4. Scroll down to the where it says to 'Manage Associated Agents or Persons'.



**WORC JobsCayman** | HELP | PRIVACY POLICY | worc\_test78 | LOG OUT

**UEP197 Select Employer**  
App/Processes/Job Clearing House/Update Employer Profile

Update Employer Profile - Select Employer

Update Employer Profile: UEP197 | Status: Select Employer

**Select Employer** | Case Information

Please write employer's name or employer's registry ID to execute the search, at least 3 characters. For a full search please type %/%

Select the employer to be updated:

**Manage Associated Agents or Persons**

**Associated Agents or Persons**

Agent's / Person's Name	Email	Primary Contact	Delegated Contact	Recruiter Role
worc_test78	kaitan10@gmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please select...

**Manage Associated Employers**

**Employer's Name:**

**Evidence:**

**Escrow Account Details**

Escrow Account ID: 10000022 | Creation Date: 14/11/2019 | Friday, December 13, 2019



## To Add an Agent

5. Search for the Person or Agent you want to link by using the Person's ID number.

The screenshot displays the 'Manage Associated Agents or Persons' section of the WORC JobsCayman system. On the left, a sidebar contains tabs for 'Details', 'Assignees', and 'Events'. The 'Details' tab is active, showing a list of process steps: 'Creation date: 12/13/2019 16:22', 'Due date: 12/18/2019 16:25', 'Description: In this task user will be able to update employer profile's information', 'Created by: worc\_test78', 'Case number: LIEP197', 'Process: Update Employer Profile', and 'Process Path: App > Processes > Job Clearing House > Update Employer Profile'. The main content area is divided into several sections. The top section contains contact information for 'Kaitlan', including 'Contact Person', 'Contact Number', 'Alt Contact Number', 'Employer's Email', 'Alt Employer Email', and 'Fax Number'. Below this is the 'Manage Associated Agents or Persons' section, which includes a table of associated agents or persons. The table has columns for 'Agent's / Person's Name', 'Email', 'Primary Contact', 'Delegated Contact', and 'Recruiter Role'. A single entry is shown with the name 'worc\_test78', email 'kaitland10@gmail.com', and 'Primary Contact' checked. Below the table is a search bar labeled 'Agent's / Person's Registry ID:' and a button 'Search Agent (s) / Person (s)'. An arrow points to this button. Below the search bar is the 'Manage Associated Employers' section, which includes a search bar for 'Employer's Name' and a button 'Search Employer (s)'. At the bottom is the 'Escrow Account Details' section, showing 'Escrow Account ID: 10000022' and 'Creation Date: 14/11/2019'.

6. Select the Person then click add.
7. When done, hit submit.